

Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of **Motor Vehicle Clerk** until the close of business on October 21, 2020. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960. Visit our website at www.cherokeeconomy-al.gov to view the complete job description and download an application.

Job Summary: Under the direction of the Motor Vehicle Manager, the Motor Vehicle Clerk collects tag and title taxes and fees. The employee processes, issues, and renews tags for motor vehicles; accomplishes vehicle titling.

Minimum Qualifications: High School Diploma or GED. One year of experience in a public office setting; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job. Possesses a current and valid driver's license. Ability to become a Notary within three months of hire. Ability to be bonded, travel to attend meetings and training, work overtime or non-standard hours, as required.

Essential Functions: Performs activities related to vehicle registration, tag issuance, and the proper titling of vehicles in accordance with State and County policy. Verifies that fees and data are collected accurately following Departmental rules & regulations. Performs office and customer assistance activities to ensure efficient operation and workflow of the Motor Vehicle Office.

Skills and abilities: Knowledge of general office procedures, basic bookkeeping/accounting procedures, safety rules, effective verbal skills, comprehensive reading skills, math skills, operate office equipment, keep records and make reports, use computers and office productivity software, handle money, checks, and credit card receipts, ability to explain law and rules to customers.

Working conditions: The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Salary and Benefits: Starting salary is \$14.02 per hour. Salary is negotiable based on successful applicant's related experience, education and training. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.

Posted October 7, 2020